DEPARTMENT OF THE ARMY
Military Traffic Management Command
Deployment Support Command
Fort Eustis, VA 23604-5339

REPLY TO
ATTENTION OF:

MTDC-IMT-R (1oo) 20 June 2000

MEMORANDUM FOR ELECTRONIC TRAVEL ORDER USERS

SUBJECT: Automated DD Form 1610 Travel Order Standard Operating Procedures (SOP) (Revised)

1. **PURPOSE:** To provide procedures for DD Form 1610, Automated TDY Travel Order, electronic routing and signature.

2. **APPLICABILITY:** These procedures apply to all Directorate/Staff Offices and individual users of the DD Form 1610, Travel Order at HQ DSC, Fort Eustis and Subordinate units.

3. **GENERAL RESPONSIBILITIES and PROCEDURES.** Detailed instructions are provided on attached DD Form 1610_T Memorandum Of Instruction (MOI), June 2000.

a. **Designated TDY Order Preparer**:

(1) **Uses** FormFlow **DD Form 1610_T, Automated TDY Travel Order.**

(2) **Fills-out** TDY form.

(3) **Updates** saved TDY Electronic Record to the TDY database.

(4) **Sends** the record electronically via email to the "Requesting Official". **It is the Traveler's responsibility to ensure their TDY Order is processed**. If the order is not processed within a reasonable length of time, a phone call should be made to check the status.

b. **Requesting Official**:

(1) **Opens** TDY Order e-mail message in Microsoft Outlook.

(2) **Reviews and Electronically Signs** the TDY form in block 17.

(3) **Sends** the form electronically to the "Approving Official".

c. **Approving Official**:

(1) **Reviews and Electronically Signs** TDY form in block 18.

(2) **Sends** the TDY form electronically to the mailbox **[DSCTDYFunding]** (DSCRMB mailbox for all automated TDY Travel Orders).

d. **DSC Resource Management Budget (DSCRMB):**

(1) **Reviews** TDY Order, verifies the "Accounting Citation" in block 19, making corrections when necessary and logs TDY Order number in block 22.

(2) **Sends** the TDY form to the mail box **[DSCTDYCertifier]** (Budget Officer's mailbox for all automated TDY Travel Orders).

e. **Budget Officer**:

(1) **Certifies Funds** via Electronic Signature in TDY form, block 19. Once the budget officer signs in block 19, all dollar fields become locked.

(2). **Sends** TDY Order to **[DSCTDYOrders]** (Mailbox used by the order authorizing official for all automated TDY Travel Orders).

f. **Order Authorizing Official**:

(1) **Reviews** the TDY Order and **Signs** electronically TDY form, block 20.

(2) **Sends** the TDY Order back to the TDY Traveler and furnishes a copy to **[DSCTDYFunding]**.

g. **TDY Traveler**:

(1) Prints out the TDY Order form. **Note:** Printer speed must be changed to print the electronic signatures:

Click [File] in the Top Menu

Click [Print], [Options]

Change [Printer Speed From Fast To Regular]

(2) It is the traveler's responsibility to provide required copies to their office.

h. **Information Management**:

The Record and Document Management Office will conduct the System Acceptance Test (SAT) as follows:

Start Date: 19 June 2000

End Date: 11 July 2000

All offices are encouraged to use the electronic signature function during the system acceptance test.

4. Point of contact for this action is Susan Gentile, MTMC DSC, Record Manager, 878-7506.

D. Van Langen

Encls

DENNIS VAN LANGEN
Deputy Chief of Staff
for Information Management

MTDC-IMT

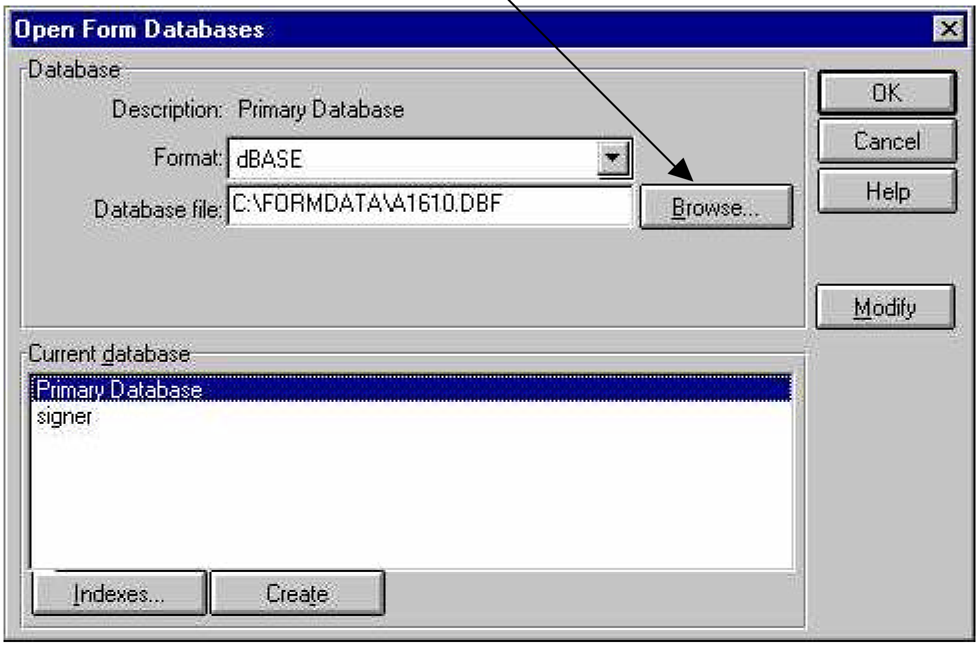
MEMORANDUM OF INSTRUCTION

SUBJECT: Detailed Automated DD Form 1610-T User Instructions

1. **To Prepare DD Form 1610_T** (TDY Orders, Automated):

From the FormFlow Generic Menu:

- **Click [DD1610_T, TDY ORDERS, AUTOMATED]**
- From the menu, **Click [Data] [Open Data]**
- At Database file: Click **Browse** to locate your TDY database file
  (The database files that you create with the forms are stored on the C: drive in the following path…C:\FORMDATA\ )
- After you have selected the file, click **OK** and **Ok** again.



Description: Primary Database

Format: dBASE

Database file: C:\FORMDATA\A1610.DBF

Open Form Databases
Database
Browse...
OK
Cancel
Help
Modify
Current database
Primary Database
signer
Indexes...
Create

- On the menu bar, Click **[New].** A blank copy of the form appears ready for you to fill.

Type the TDY Traveler's Data in blocks 1-16

Click [Update] (Saves data to database file.)

2. **SENDING THE FORM.** Send the completed TDY form to the Appropriate Official.

- **Click [Mail Envelope]** from the toolbar

–OR--

- **Click [File], [Send Form]** from the menu. This creates a form package.

The next sender of the form will:

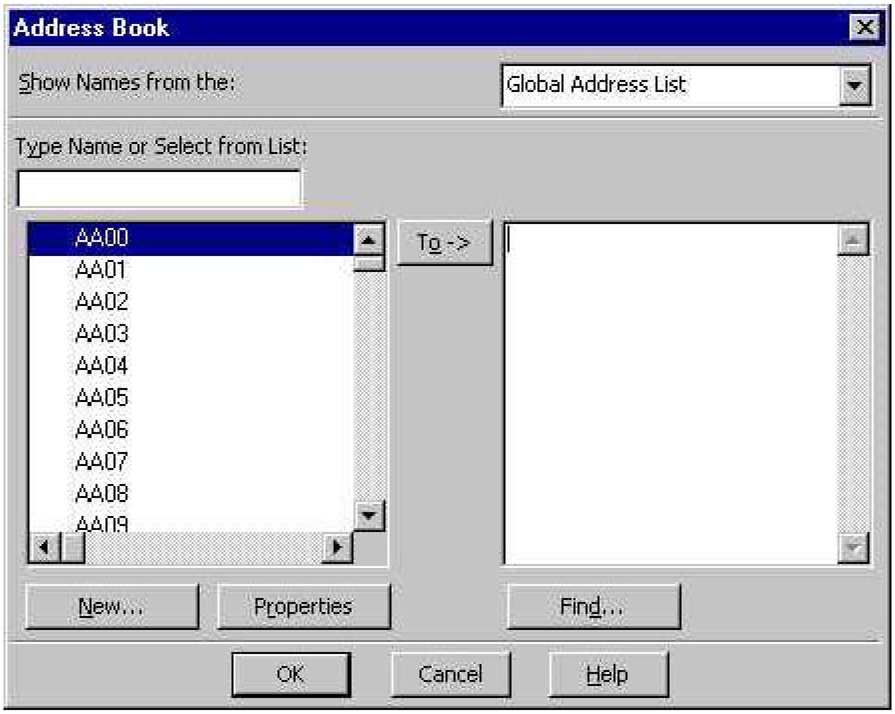
- **Click [File], [Send Package].**

To expedite the automated TDY order process, **Change the Subject of the Form.** The subject is what will appear in the subject line of the recipient's Outlook Mail inbox.

- **Type [Date leaving, Last Name]** (for example, **12 Jun, Smith**)

- **Click [Address Button]** This addresses the form. The Microsoft Outlook address book appears.

- Type **[First 3 or 4 letters of the Addressee's Last Name]**
  (Typing the first 3 or 4 letters of the last name, the application automatically searches for these letters and stops on the first last name with these letters.)



Show Names from the: Global Address List

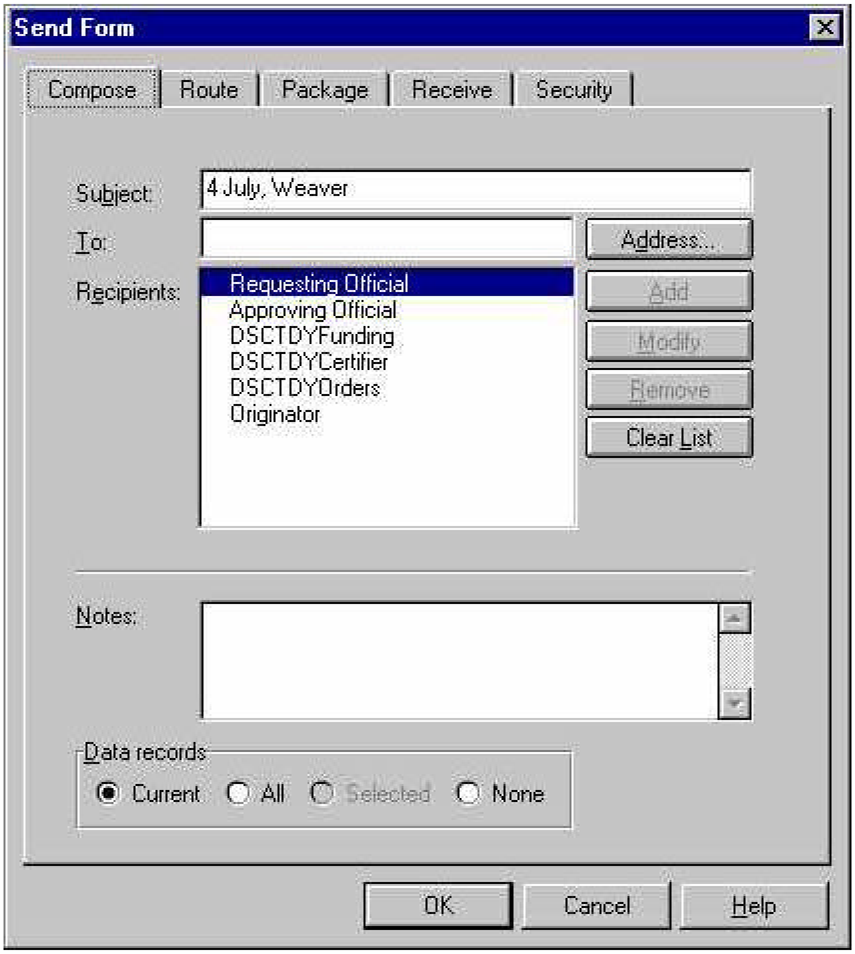
Address Book
Type Name or Select from List:
AA00
AA01
AA02
AA03
AA04
AA05
AA06
AA07
AA08
AA09
To ->
New...
Properties
Find...
OK
Cancel
Help

- Click **[Addressee's Name]** and then **click the [To]** button

NOTE: If the Name is not selected from the Address Book and the name typed is incorrect, the following error message will be displayed – "Unknown Recipient". The Order Will Not Be Sent!

IT IS STRONGLY RECOMMENDED THAT THE ADDRESSEE'S NAME IS ALWAYS SELECTED FROM THE ADDRESS BOOK.

Select the names of the **Requesting Official** (if other than the originator), the **Approving Official**, the mailbox **DSCTDYFunding, DSCTDYCertifier,** and **DSCTDYOrders** in that order and finally select the e-mail address of the traveler.



Send Form

Subject: 4 July, Weaver

To:

Recipients:
- Requesting Official
- Approving Official
- DSCTDYFunding
- DSCTDYCertifier
- DSCTDYOrders
- Originator

Notes:

Data records: ● Current ○ All ○ Selected ○ None

Type any comments in the **[Notes]** section and be sure that **Current** is selected under **Data records**.

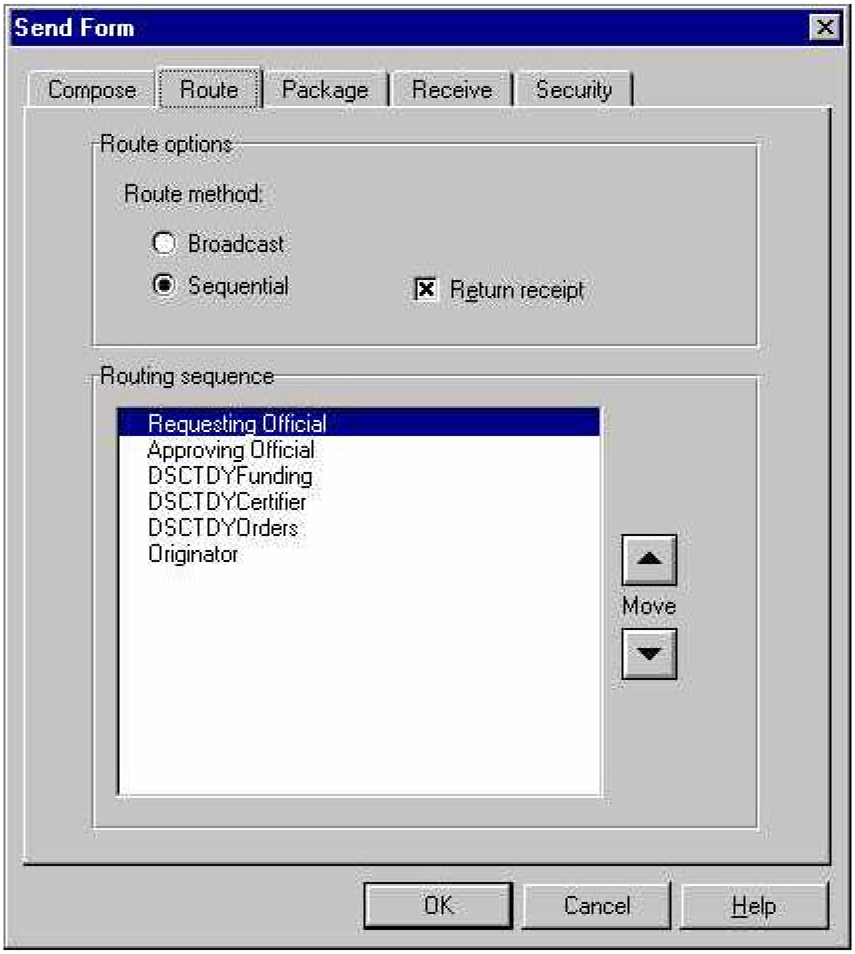
3. CREATE A SEQUENTIAL MAILING LIST

Click [Route]

Make sure "Sequential" is the option selected

Verify "Return Receipt" is selected. This will enable you to track your request.

Verify the routing sequence is as shown below (substituting the names of the appropriate officials).



Route options

Route method:

○ Broadcast

● Sequential

☒ Return receipt

Routing sequence

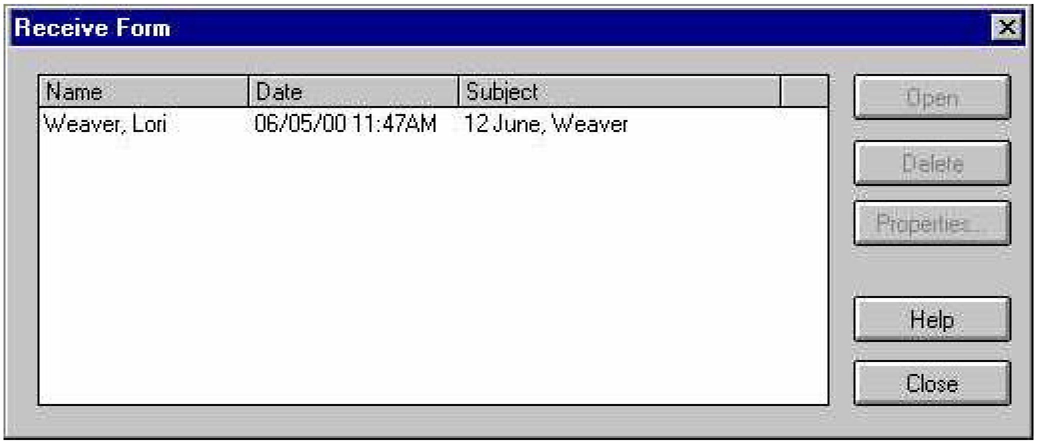
Requesting Official
Approving Official
DSCTDYFunding
DSCTDYCertifier
DSCTDYOrders
Originator

- **Click [OK]** This sends the form.

4. Receiving Forms. There are two ways to receive a FormFlow package.

a. In FormFlow with the TDY form open:

- **Click [File]**
- **Click [Receive Form]** The receive Form dialog box appears and displays all the form packages in your **OUTLOOK** Inbox.



Name	Date	Subject
Weaver, Lori	06/05/00 11:47AM	12 June, Weaver

Double click the form package to be opened. The form will open in your workspace.

b. **In Microsoft Outlook:**

Double click [Mail message]

Double click [Attachment]

You may get the following message when you open the form from Outlook "Cannot find some of the referenced files for this package. **Edit Location** **Ignore** **Cancel**". Just click **Ignore** and the form will open correctly.

5. SIGNING FORMS.

a. **Tab** [To the appropriate Signature Block]

b. **Type** [Assigned **Passphrase**].

c. **Press [Enter]**

d. **Click [Update]**

(If invalid passphrase message pops up, ensure your **Caps Light Key** is **OFF** and type the passphrase again. If you have forgotten your passphrase, contact the system administrator for a new generic passphrase.)

d. Send TDY Form to Next Recipient.

Click [File], [Send Package]

Verify that the recipients names are in the routing

Click [OK]

If you have did not previously click on UPDATE, the following message will pop up: “The record has unsaved changes. Add or Update the current record?”

Click [Update]

6. Point of Contact for this action is Susan Watts-Gentile, MTDC-IMT-R, 878-7506.

TRAVEL ORDER CHECKLIST

PLEASE READ AND FOLLOW THESE DIRECTIONS BEFORE SENDING TRAVEL REQUEST TO TRAVEL ASSISTANT FOR TDY ORDERS

1. **FOR THE TRAVELER**:

    a. **TDY Order Should Be Processed At Least 7 Days Before Date Of Travel!**

    b. Blocks 1-16 on the DD Form 1610 filled out:

    (1) **Type** in your SSN in block 2?
    (2) **Type** in Type of Travel (category) in block 9?
    (3) **Type** in your PHONE NUMBER in block 6?

    c. Are Entitlements Authorized and Dollars shown in proper place in block 14? If registration or conference fees are required, bring all papers concerning the entitlement to your Administrative Officer/designated individual. For training, bring a copy of the DD Form 1556.

    d. TDY funded by another agency, provide RMB with a memo stating:

    (1) Traveler's name
    (2) TDY Location
    (3) Date of trip
    (4) Funding document signed by funding agency Budget Official

2. **TDY ORDER PREPARER**: Before Sending TDY order, in the ***SEND FORM WINDOW:***

    a. **Backspace** out the subject line and **Type** in the "**Proceed Date and Traveler's Last Name".**
    b. **Select the Requesting Official, Approving Official, DSCTDYFunding, DSCTDYCertifier, DSCTDYOrders and finally the traveler's name** from the Microsoft Outlook address book?
    c. **Click [Return Receipt]** and **Click [*SEQUENTIAL*]** NOT *BROADCAST*?

3. **FOR SIGNERS - Click [*UPDATE*]** after signing the TDY Order or the TDY Order will go to the next addressee without an electronic signature. When prompted to do so, **ALWAYS CLICK ON *UPDATE*!**

4. **FOR THE TRAVELER**: Did signatures appear when TDY Order was printed? Change print speed to ***REGULAR*** from ***FAST.***

5. Automated TDY Order processing from TDY Order Preparer to the Traveler's completed

TDY Order should be 2-working days. “Last Name and the Proceed Date” on the email Subject Line, alerts the Travel Assistant to the priority of the order.

6. When TDY Order processing is longer than 2-working days, check respective Requesting Official, Approving Official and Travel Assistant in the given order.

7. CALL THE HELP DESK AT 878-8324.